

Missouri
Department
of Transportation



Springfield Area District
3025 East Kearney
M.P.O. Box 868
Springfield, MO 65801
(417) 895-7600
Fax (417) 895-7533
Toll free 1-888 ASK MODOT
www.modot.org

[Date]

[Owner Name]

[Owner Address]

[Owner City], [Owner State] [Owner Zip]

RE: Transaction # [Permit Number]
[County] County, [Route]

Dear [Owner Contact]:

The Federal Highway Beautification Act of 1965 requires the Missouri Department of Transportation to enforce outdoor advertising rules and regulations adjacent to [Route]. Failure to enforce these rules and regulations could cause the State of Missouri to lose up to ten percent (10%) of its annual share of Federal highway construction money, amounting to millions of dollars each year.

After a recent field inspection, it has been determined that your sign advertising “[Adv Message]” is not an on-premise sign and therefore requires a permit. Your sign may qualify for an “exempt” permit if the sign is thirty-two (32) square feet or less; located on private property; and your organization is a service club, charitable association, or religious service. **Exempt signs under thirty-two (32) square feet do not require a fee, however, a permit must be obtained by the tax-exempt organization.**

Enclosed please find an application along with a brochure explaining the laws governing outdoor advertising. Please complete the application and return it along with the required documentation within thirty (30) days. If you do not wish to permit this sign, it must be removed **in its entirety** within the next thirty (30) days.

If you have any questions, please contact me at [Phone Number].

Sincerely,

[Permit Specialist]

[Permit Specialist Title]

